

Role Profile			
Role	Head of School	School	EIS Moscow
Direct Reports	TBC	Reporting To	Principal / Executive Principal
Role Purpose			
<p>To manage and develop a high quality International school, achieving the highest professional standards and a quality education for all of its students. To ensure the ethos, aims and values of the school are maintained, whilst ensuring the delivery of outstanding and innovative educational provision. Operating in line with the school's Guiding Statement, Local Regulations and Orbital Education's Policies</p> <p>This Role Profile sets out the core priorities and scope of the role, but is not intended to detail all specific duties. This would not be appropriate or indeed possible given the senior nature of the role, which is focused upon delivery of key accountabilities and outcomes as defined below.</p>			
Key Accountabilities			
<p>1. Strategic Development, Leadership, and Direction</p> <ul style="list-style-type: none"> • Provide inspiring & purposeful leadership for staff and students, managing the school in line with guiding statements • Work with the Executive Principal, Board/ RHoS, staff, parents and students to develop and maintain a vision, ethos and value statement for the School, which is fulfilling and engaging for staff and students • Responsible for the day to day management of the school with support from the Executive Principal, acting as the school's permanent operational lead. This will include, although is not limited to; <ul style="list-style-type: none"> • Managing direct and indirect reports • Acting as child protection and safeguarding lead for the school • Making appropriate whole school decisions and liaising with the School Director • Leading public events • Being a positive role model for the whole community • Carrying out other duties as reasonably requested by the Principal or School Director • Substantially support the review and development of the School Development Plan (and subsidiary documents) ensuring continuous improvement and implementing steps to ensure effective delivery • Contribute and lead Senior Leadership Team meetings, actions and decisions, ensuring Senior Leadership messages are effectively communicated to all school staff • Plan, allocate, support, and evaluate work undertaken by teams and individuals ensuring clear delegation of tasks • Work with Orbital Education and other schools within the Group to implement group wide initiatives, in assessment, education technology, curriculum, and professional development, in support of school and Group goals • Ensure all confidential information relating to the school and its operations is treated as strictly confidential • Ensure full compliance in the management and monitoring of the school's Complaints Procedures <p>2. Teaching and learning</p> <ul style="list-style-type: none"> • Maintain and create an environment which sets the highest standards and expectations for teaching and learning; demonstrating excellent practice in the classroom, identifying and recommending strengths and expertise • Incorporate more the use of the Virtual Learning Environment, School Management System and other technologies to enhance teaching and learning • Monitor and evaluate the quality of teaching and learning through varied observation activities, leading teaching and learning planning, assessment and evaluation • Provide challenge, feedback and guidance on sustaining and maintaining teaching and learning standards • Plan and deliver effective staff training and development, leading, coaching and developing team members to maximise staff performance and potential • Ensure colleagues are appropriately trained, skilled and qualified to conduct teaching and learning activities and are motivated to secure continuous professional development • Evaluate and analyse trends and patterns to recommend and subsequently drive continuous improvement • Analyse student performance data, including benchmarks, and implement action to ensure all students are making progress 			

3. Manage and monitor Operational resources

- Manage the school in line with allocated budget and with support from the Executive Principal to provide forecasting or projected spend
- Support decisions around effective and efficient deployment of people and resources, ensuring that the school's guiding statements are realised to the benefit of all members of the school
- Maintain relationships and leverage own networks through effective communication and promotion of the school and group
- Identify and recommend opportunities to promote and develop the school, its brand and reputation, and commercial viability
- Ensure accurate and timely performance management/appraisal and development of the team
- Create the school timetable, staff duty rota, cover arrangements for absent colleagues, organise the calendar of events, leadership and staff meetings
- Ensure that relevant policies and procedures, and systems are up to date and fit for purpose, incorporating
- Work with Group Head of IT to assure the integrity of student management information system data and usage

5. Work collaboratively with the Principal to Ensure Safeguarding and Safer Recruitment

- Ensure compliance with Orbital Education's Safeguarding Policy and ensure appropriate management of all Child protection issues
- Ensure appropriate time and resources are allocated to Child Protection training and facilitate understanding of safeguarding practices
- Make appropriate referrals to all relevant safeguarding agencies ensuring all notifications are reported and actioned in line with regulatory and legislative requirements
- Complete all allocated risk assessments, actions and reporting accurately and on time
- Ensure that all legal and regulatory requirements are fully adhered to in safeguarding, child protection & safer recruitment

Person Specification

Skills, Knowledge, and Experience

- Bachelor's degree, PGCE (or equivalent), with post-graduate qualifications in education
- UK Qualified Teacher Status, with more than five years' teaching experience
- Senior leadership experience in a British or British International School
- Relevant and up to date experience of developing and delivering a curriculum for pupils of all ages, based upon the English National Curriculum
- Experienced in promoting and delivering excellence and achieving outstanding outcomes in teaching and learning
- Evidence of involvement, developing and improving a School development plan, achieving measurable improvement
- Ability to develop and implement procedures to measure the performance of other colleagues, and deliver measurable improvement in a school environment
- Excellent written and verbal communication skills
- Ability to work as part of a team and on own initiative with high levels of resilience and flexibility

Competencies

- **Accountable:** Acts with confidentiality and respect at all times, having the courage to accept errors. Takes ownership of problems and decisions through to resolution, and expects the same of others, holding others to account
- **Strong Leader:** Delegates effectively to the right colleagues in line with the school strategy and development plan Sets clear expectations and delivers continuous improvements.
- **Results Orientated:** motivated by goals and drives self and others to achieve them
- **Development Driven:** Coaches and develops school staff to maximise their potential, setting stretching goals with the Principal for self and others to drive improvements and aspirations
- **Professional expert:** Maintains awareness of standards, practices, and expectations for their role, and assists in ensuring the team operates within all required standards
- **Analytical and creative:** with strong decision-making skills and critical thinking and an ability to make robust risk and evidenced based decisions
- **Commercial:** Able to effectively manage budgets within agreed parameters
- **Strong Communicator (Written and Verbal):** Is clear and professional and provides information which is accurate for use. Regularly communicates and shares information with others.